

# Application Writing Tips

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1. Read and closely follow all instructions in the RFP.
2. Make sure all elements of the application are tied to each other. For example, personnel described in the narrative must match the positions in the budget.
3. Don't assume that the reviewer knows about your organization and programming.
4. Be cautious with overuse of acronyms and write out the full name the first time. Be careful to define terms specific to your field, community or geographic area that might not be widely or generally understood.
5. Review the *RFP Reviewer Rating Form* to see how reviewers will assess applications.
6. Include full citations for factual sources.
7. If supplying percentages in the narrative section (for statistical data), be sure to include both percentages and numbers.
8. When providing the number of clients provided advocacy services in the past year, supply those that received direct services, not solely information and referral.
9. Use the wordprocessing spell check feature, as well as proofread carefully. to identify correct spelling and grammar errors.
10. Write in a concise manner. Avoid wordiness. Follow the page guideline suggestions in the RFP.
11. Be sure all budget items are allowable and reasonable, and double-check all calculations.
12. Provide budget explanations which are sufficiently detailed to describe the nature of the budget item.
13. Completely fill out all required cover sheets & forms.
14. Thoroughly check your application against all of the RFP requirements.
15. Have a colleague review the full application and provide feedback on what areas lack clarity or do not closely follow what is requested in the RFP.
16. Have someone unfamiliar with the organization read the narrative and provide feedback on any sections that lack clarity or are confusing.